### Maine Ethics Commission E-Filing Instructions

## HOW TO DELETE A FILED CONTRIBUTION

When you log into the e-filing system, the first page you will see is your home page. On this page you can choose what action you would like to perform in the action menu. You can also see a schedule of upcoming reports.

Q: What is a "Filed Contribution?"

A: It is a contribution that is in a report that you have already filed.

### **IMPORTANT REMINDER**

Whenever you make a change to a filed contribution, you will have to file an amended report.

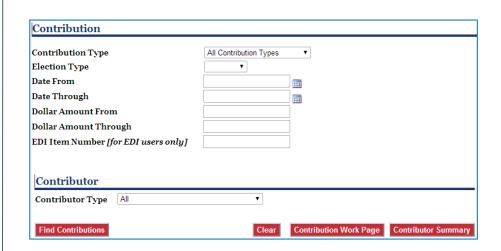
When you are finished making all the changes:

- Click on the VIEW/FILE REPORTS tab at the top of the screen.
- In the Filing History table, find the report that contains the contributions you amended.
- Click the **AMEND** link next to the report name.

**Step 1:** Click on the **AMEND A FILED CONTRIBUTION** button in the action menu on your homepage.

١	What do you want to do today?									
	Enter a Contribution	File a Report	Enter an Expenditure							
	Amend a Filed Contribution	Search Transactions	Amend a Filed Expenditure							
	View / Amend an Unfiled Contribution		View / Amend an Unfiled Expenditure							
	Enter / Amend a Loan		Enter / Amend a Debt							

**Step 2:** You have two options to find the contribution you want to amend, delete or return. You can simply click the **FIND CONTRIBUTIONS** button to get a list of all your contributions, or you can also use the search criteria to find a specific type of contribution.



**Step 3:** When you have a list of contributions, select the action you want to take by clicking on **AMEND**, **DELETE** or **RETURN** for the contribution you want to change.

Contributor	<u>Contributor</u> <u>Type</u>	Contribution Type	Election	<u>Receipt</u> <u>Date</u>	Amount Offset Amended					
ABIGAIL ADAMS	Individual	Monetary (Itemized)	General	09/10/2014	\$250.00	No	No	Amend	<u>Delete</u>	Return

# HOW TO DELETE A FILED CONTRIBUTION (cont.)

#### **HOW TO DELETE A CONTRIBUTION**

**Step 1:** After clicking **DELETE**, you will be asked if you are sure you want to delete. Click **YES** to continue.

### Contribution Delete

This contribution has been filed on a previous report; therefore an offset record will be added. For this record to be deleted from your total balance, you will need to amend the original report.

Are you sure you want to continue with this delete?



**Step 2:** After clicking **YES**, you will receive a message confirming that the offset has been made and you will be returned to the list of contributions.



An offset record for the previously filed contribution has been successfully added.

Deleting a contribution creates a negative entry (an "offset record") to cancel out the contribution. The system will show two entries for the contribution – the original and the offset.

Contributor	Contributor Type	<u>Туре</u>	Election	<u>Receipt</u> <u>Date</u>	<u>Amount</u>	Filed Date	Offset	<u>Amended</u>
PAULT BUNYON	Individual	Monetary (Itemized) - Offset due to deletion of filed item	General	09/10/2014	(\$250.00)	09/09/2014	Yes	No
PAULT BUNYON	Individual	Monetary (Itemized)	General	09/10/2014	\$250.00	09/09/2014	No	Yes



When you make a change to a filed contribution, you will have to file an amended report.